



## Telework

Telework (also called telecommuting) is working away from the traditional office, either at home or in a telecommuting center. With portable computers, high speed telecommunications, and ever-present pocket communication devices, many employees today can work almost anywhere at least some of the time. One great thing about technology is that it can make our lives much more flexible. Using the flexibility to work in a home office or Telework center when it is effective to do so is clearly an opportunity to attract and retain valuable workers by boosting employee morale and productivity.

President George W. Bush's New Freedom Initiative emphasized the important role Telework has for expanding employment opportunities for persons with disabilities. CAP supports Telework as a form of reasonable accommodation. With a copy of the federal agencies signed Telework agreement, CAP will purchase the necessary equipment in order for an individual to complete their essential job functions at their alternate workplace.



### **CAP will buy the following items including:**

- Assistive technology;
- Computer hardware, software;
- Telephone equipment, fax machine, and printer.

### **The assistive devices supplied by CAP can:**

- Allow injured employees to continue working in some capacity;
- Improve accessibility issues;
- Help employees return to work after an injury; and
- Help prevent further debilitation.

### **Target groups for Telework as a form of a reasonable accommodation include:**

- Recipients of Workers' Compensation payments;
- Persons subjected to disability retirement;
- Employees with disabilities who could be more productive if they were allowed to work part or all of the week at home or in some other off-site location; and
- Persons with disabilities who are physically unable to access their workplace.

### **Resources:**

Interagency Telework-policies, guidance and GSA Telework Centers: [www.telework.gov](http://www.telework.gov).

EEOC –policy guidance: [www.eeoc.gov/policy/guidance.html](http://www.eeoc.gov/policy/guidance.html).

For more information on CAP's Telework Initiative, contact the CAP Office at 703-681-8813 (V) or 703-681-0881 (TTY). Additional information is available on the CAP Website at [www.tricare.osd.mil/cap](http://www.tricare.osd.mil/cap).